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RULES SUPPLEMENT TO PART-II
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No. 04] HYDERABAD, TUESDAY, MAY 23, 2023.

NOTIFICATIONS BY HEADS OF DEPARTMENT Etc.,

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JUDICIAL NOTIFICATION

HIGH COURT FOR THE STATE OF TELANGANA, HYDERABAD

THE TELANGANA HIGH COURT DIGITIZATION OF RECORD
RULES, 2023.

*[Memo No. 1120 (P)/Courts.A2/2023-1 Law LA, (LA&J-Home-
Courts.A) Department, 15th May, 2023.]*

THE TELANGANA HIGH COURT DIGITIZATION OF RECORDS RULES,
2023

Preface

To streamline the procedure relating to Digitization of Records in the High Court, in the High Court, in consonance with the Information Technology Act, 2000, High Court in exercise of powers conferred under Article 225 of Constitution of India, hereby makes the following Rules.

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RULES

1. These Rules shall be called the "The Telangana High Court Digitization of Records Rules, 2023".
2. These Rules shall come into force with effect from the date of their publication in the official Gazette.

3. Definitions:-

- (1) "**Agency**" means the vendor who undertakes the activity of the digitization of records.
- (2) "**Application Software**" means a program or group of programs designed for saving the digitized records into the database which includes database(s), programs, word processors, spreadsheets, etc.
- (3) "**Chief Justice**" means the Chief Justice of the High Court for the State of Telangana.
- (4) "**Digitization**" means the process of converting the physical records into a digital and un-editable format that can be understood by computer systems or electronic devices and which can be retrieved through software applications or read by PDF readers.
- (5) "**Digitized/electronic records**" shall bear the same meaning as assigned under the information Technology Act, 2000.

- (6) **"High Court"** means the High Court for the State of Telangana.
- (7) **"Local Area Network"** means a computer network that interconnects computers in a limited area such as a home, school, computer laboratory or office building using network media.
- (8) **"Officer"** means any Officer of the High Court nominated by the Chief Justice for the purposes of these Rules.
- (9) **"Physical Records"** means and includes:
- (a) Judicial records -pending or disposed of.
 - (b) Administrative records,
 - (c) Gazette notifications/circulars/publications.
 - (d) Journals,
 - (e) Books and
 - (f) Registers and other documents used in the ordinary course of business of the High Court.
- (10) **"Registrar"** means the Registrar (Information Technology-cum-Central Project Coordinator) of the High Court or any other officer as nominated by the Hon'ble the Chief Justice.
- (11) **"Scanning Center"** means the area earmarked in concerned court premises for the purpose of scanning.
- (12) **"Server"** means a Computer device where data is stored and maintained and this data comprises of collection of electronic records.
4. Notwithstanding any period of preservation prescribed in any Rules, any Judicial records book or paper, be destroyed after being retained in electronic form in accordance with Section 7 of 'The Information Technology Act, 2000' except the original order/judgment.
5. Supervision of conversion of record into electronic form before destruction:-
- The conversion of judicial records, books or papers in electronic form, shall be carried out from time to time, before their destruction, in accordance with Rule 4 / Information Technology Act, 2000, as may be necessary, shall be supervised by such officer as may be appointed by the Chief Justice for the purpose, and authenticated by affixing his or her digital signature.

The detailed procedure for conversion, as above, shall be carried in the following manner, namely:-

- (a) Each case record shall be applied with a barcode sticker so that the data that will be captured from the record will be readable using the barcode reader.

Explanation: A barcode is a way to encode information into a visual pattern which can be read by a Bar Code scanner or any other appropriate device. The prescribed meta-data as described hereunder shall be embedded in the Bar Code in such a way that such data can be retrieved in a readable format by using a Bar Code scanner or other appropriate device.

- (b) Each scanned case record shall be indexed in accordance with the indexing parameters of the physical case record in such way that the prescribed software accurately identifies every indexed document available in the scanned record.

Illustration: If the index in the physical case record consists of 'order sheet, writ petition, counter, judgment, 'vakalatnama' then the scanned record should contain a similar index with similar contents which are responsive to the click of a computer mouse so as to directly lead to the page where the relevant documents exists in the case record.

- (c) File Naming as per CNR Guidelines:

The file naming of digitized files must comply with Case Number Record (CNR) Numbering System. Incremental serial numbers may be added in the CNR string of characters to define page numbers

- (d) Preservation Metadata Information Blocks

Sl. No.	Preservation Metadata Information Blocks	remarks
1.	e-filing Information	
2.	Caveat Information	
3.	Case information 3.1 Litigant Information 3.2 Advocate Information 3.3 Subject Information 3.4 Document Information	3.1 and 3.2 are repeatable blocks
4.	FIR Information	

5.	Act Information	It is a repeatable block.
6.	Judge Information	It is a repeatable block.
7.	Case Status Information	
8.	Order Information	It is a repeatable block.
9.	Digitization Information	
10.	Record Room Information	
11.	Old Case Information	
12.	Digital Signature Information	It is a repeatable block. It is applicable to digitally signed documents.
13.	Integrity Information	It is a repeatable block. The hash value of the document is generated and maintained for verification of integrity. It is applicable to all documents being preserved.
14.	Access Control Information.	This information block defines the access control for each digitized record in terms of Public Or Private (Confidential Records)

(e) Each scanned page shall be converted into PDF/A (Portable Document Format/Accessible) format in OCR (Optical Character Recognition) mode. Each PDF file shall be segregated according to indexing parameter (order sheet page, annexure page, judgment page etc) as indicated in point (b) above.

(f) Search & Retrieval:

The access portal to provide the following types of search mechanisms to retrieve relevant information/digital records from the Judicial Digital Repository –

- Query in English, Urdu and Telugu.
- Fuzzy search
- Full text search
- Cataloging metadata search
- Parameter-based/faceted search with filtering mechanism
- Boolean search mechanism with options
- Wild Card search
- Logical search, proximity search
- Search within search, nested keywords

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(g) Notwithstanding anything contained in the rules of the Destruction of Records on the Original Side Rules, Madras, Appellate Side Rules and Writ Proceedings Rules, 1977 every document which is to be preserved permanently under the Rules framed under Section 3 of Destruction of Records Act, 1917 (Central Act V of 1917) shall be digitized and preserved permanently in an un-editable format under the general superintendence of the Registrar (IT) and the Supervising Officer(s) nominated by the Chief Justice.

(h) Every Scanned case record, whether Civil or Criminal shall be provided with the following meta-data namely:-

- Case Number (Case Number Record No.)
- Case Year
- Case Type
- Barcode Number
- Name of Petitioner (s)
- Name of Petitioner's Advocate
- Name of Respondent (s)
- Name of Respondent's Advocate
- Name of the Judge
- District Name
- Date of Disposal
- Date of Scanning
- Date of Verification
- Name of Verifier
- District Court { Trial Court Case (Case Number Record No)
Case Status (Civil or Criminal)
- FIR District
- FIR No.
- FIR Year
- FIR Date
- Act
- Section

(i) The existence of any of the following documents as specified in Rule 6, shall be entered as Additional Meta Data so that the digitized records containing the said documents can be easily identified for taking steps to return the said documents in the physical form to the concerned parties by following prescribed procedure.

(i) A negotiable instrument (other than a cheque) as defined in section 13 of the Negotiable Instruments Act, 1881 (Act 26 of 1881).

- (ii) A power-of-attorney as defined in section 1A of the Powers-of-Attorney Act, 1882 (Act 7 of 1882).
 - (iii) A trust as defined in section 3 of the Indian Trust Act, 1882 (Act 2 of 1882).
 - (iv) A will as defined in clause (h) of Section 2 of the Indian Succession Act, 1925 (Act 39 of 1925), including any other testamentary disposition by whatever name called.
 - (v) Any contract for the sale or conveyance of immovable property or any interest in such property.
- (j) The agency in charge of scanning the case records shall ensure entry of the above meta data in the software application used for scanning and digitizing case records. It shall also be the duty of such agency to provide sufficient safeguards to prevent alteration of the meta data once it is verified and the case record is uploaded in the OMS server.
- (k) The Court shall use the OMS (Outage Management System) with a secure user ID provided by the scanning team to manage the complete electronic record life cycle such as Creation, Distribution, Usage, Maintenance and Destruction of electronic records. These IDs will be permission specific meaning that basing on the privilege assigned to these IDs, a user can view, download or print but cannot make any changes in the uploaded feed for the sake of the security of the scanned records available in the server.
- (l) The agency entrusted with the scanning work shall in consultation with the Court prepare necessary facility for rectification of erroneous data in the server.
- (m) The agency entrusted with the work of scanning and digitization shall use necessary technology to ensure that the scanned and digitized documents stored in the server shall remain accessible, readable and printable without affecting the information originally generated, sent and received for posterity. The digitized documents shall be further used for audit purpose as per the Section-7A of the Information Technology (Amendment) Act, 2008.
- (n) The database containing the digitized records of the Court shall only be accessible in the local area network (LAN) of the Court. It shall be ensured that no portion of the database or the server containing the digitized records of the Court is accessible through internet or to any person in any manner beyond the permission granted in this regard.

(o) While handing over records for digitization it will be ensured that duplicate copies of any part thereof are removed to avoid needless scanning.

6. In case the advocates/parties are submitting the hard copy of paper book in the New Filing Section, the same will be scanned immediately by the scanning team of the High Court or by the agency appointed by the High Court for the said purpose. In case the said documents cannot be scanned at the time of filing of the case itself for any practical reasons, the said records shall be scanned as soon as possible.
7. The soft copy shall be uploaded on the Server through the application designed for the said purpose or by any other means.
8. All subsequent orders, memos, reminders, rejoinders shall be appended/added to the scanned digital file either through scanning process or digitally attaching the documents with the relevant file/case.
9. Any additional amendment submitted later by the parties/ advocates at the New Filing Section by way of hard copy shall be scanned and tagged with the relevant file/case in sequential order.
10. After digitization of a disposed case, the entire record in the physical form except the record as mentioned in Rule 4 of these Rules shall be destroyed and such destruction shall be carried out in accordance with the Rules under the general superintendence of the Registrar (IT) by the Officer(s) as may be appointed by the Chief Justice for that purpose.
11. Notwithstanding anything contained in these Rules, all documents, other than those required to be preserved in perpetuity in accordance with the High Court Rules, may be eliminated after being retained and secured in electronic form and after certification as required by sub-section (4) of section 65-B of the Indian Evidence Act, 1872.

**DIGITIZATION OF REGISTERS, ADMINISTRATIVE RECORDS,
OTHER PAPERS AND PUBLICATIONS:**

12. Digitization of Registers & Administrative Records:-

- (a) All the administrative records/files and Registers are to be digitized and preserved permanently in the digitized form by the Officer(s) as

may be appointed by the Chief Justice for that purpose and under the general superintendence of the Registrar (IT). For the digitization of Registers related to judicial branch, the digitization will be done by the Officer(s) as may be appointed by the Chief Justice for that purpose and under the general superintendence of the Registrar (IT).

- (b) The officials of the IT section digitizing the register shall certify that the entire Administrative Records/Files and Registers have been digitized. The Officer shall then as soon as possible certify under his physical and digital signatures that the entire Administrative Records/Files and Registers are available in the digitized form.
- (c) The registers mentioned in part II of chapter XIX of High Court Rules, which have been duly digitized and certified by the Officer, shall be eliminated. The destruction shall be progressively carried out from time to time in accordance with the provisions of rule 42(3) of chapter XIX of High Court Rules, under the general superintendence of the Registrar (Admin) and Registrar (IT). The digitization of Registers related to judicial branch be done by the Officer(s) as may be appointed by the Chief Justice for that purpose.
- (d) The administrative records/files which have been duly digitized and certified by the Officer, shall be destroyed. The destruction process shall be carried out as per the directions of the Chief Justice. It shall be done under the general superintendence of Registrar (Admin), by the Officer(s) as may be appointed by the Chief Justice for that purpose.
- (e) Notwithstanding anything contained in these Rules, all documents, other than those required to be preserved in perpetuity in accordance with the High Court Rules, may be eliminated after being retained and secured in electronic form and after certification as required by sub-section (4) of section 65-B of the Indian Evidence Act, 1872.

13. Digitization of all other papers:-

- (a) All the other papers as per directions of the Chief Justice shall be digitized and preserved permanently in the digitized form under the general superintendence of the Registrar (IT) by the Officer(s) as may be appointed by the Chief Justice for that purpose.

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- (b) The officials of the IT department digitizing the papers shall certify that the entire papers have been digitized. The Officer shall certify under his physical and digital signatures that the said papers are available in the digitized form.
- (c) All the papers which have been duly digitized and certified by the Officer shall be destroyed except the papers of the current year which shall be preserved in physical form. The destruction shall be progressively carried out from time to time in accordance with orders of the Chief Justice. It shall be done under the general superintendence of Deputy Registrar (Judicial), by the Officer(s) as may be appointed by the Chief Justice for that purpose.

14. The Chief Justice may, from time to time, issue directions for effective implementation of these Rules.

Hyderabad,
15-05-2023.

(Sd/-),
Registrar General.

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